

## Planning Council Committees

### Allocations

Recommends service category prioritization and the allocation of funds.

Oversees the priority setting and resource allocation process.

### Community

#### Planning & Assessment

Conducts research to determine the needs of our community. Develops strategic plans and long-term goals for the Planning Council.

### Education &

#### Empowerment

Obtains information from the community regarding service needs and provides educational forums about Title I funded services and the activities of the Planning Council.

### Executive

Oversees the administration of the Planning Council.

### Membership

Develops Council member recruitment and retention strategies, and oversees the membership recruitment and application process.

### Rules

Ensures that the Council conducts its business according to the Bylaws.

### Standards

Develops standards of care for services provided by Ryan White Title I funds, and monitors the quality of the care that is provided.

## What to expect at a Planning Council meeting

The Phoenix EMA Planning Council enjoys an outstanding reputation for well-run meetings. We encourage the public to attend and participate in all of our activities. Every Planning Council meeting is conducted in accordance with the Arizona Open Meeting Law.

Persons with a disability may request reasonable accommodation to attend any Planning Council meeting. Other accommodations, such as teleconferencing or translation services, can also be requested. Please contact Planning Council Support at **602 506-5002** at least **48 hours** prior to any meeting to make these arrangements.

Most meetings will follow this general format:

- An agenda of the topics for discussion is provided to all attendees;
- Public introductions are made;
- Agenda items are discussed. Discussions are generally conducted according to Robert's Rules of Order — everyone is expected to respect the authority of the Chair, raise their hand to be recognized to talk, be courteous when others are talking, and to remain calm and focused on the topic at hand. The public is encouraged to take part in all of our discussions. However, due to time constraints, the Chair may choose to limit the number of people who may speak and/or the length of time allowed for discussion.
- Only Planning Council members may vote on any issue.
- At the end of each meeting, Council members may provide brief summaries of current events, and the public will be allowed to comment on any issue.

If you'd like to receive email reminders of our meeting schedule and other important Planning Council information, please contact Planning Council Support at the phone number or email address listed below.



4041 North Central Avenue  
Suite 1537  
Phoenix, AZ 85012-3330

602 506-6321 • 602 506-6896 fax

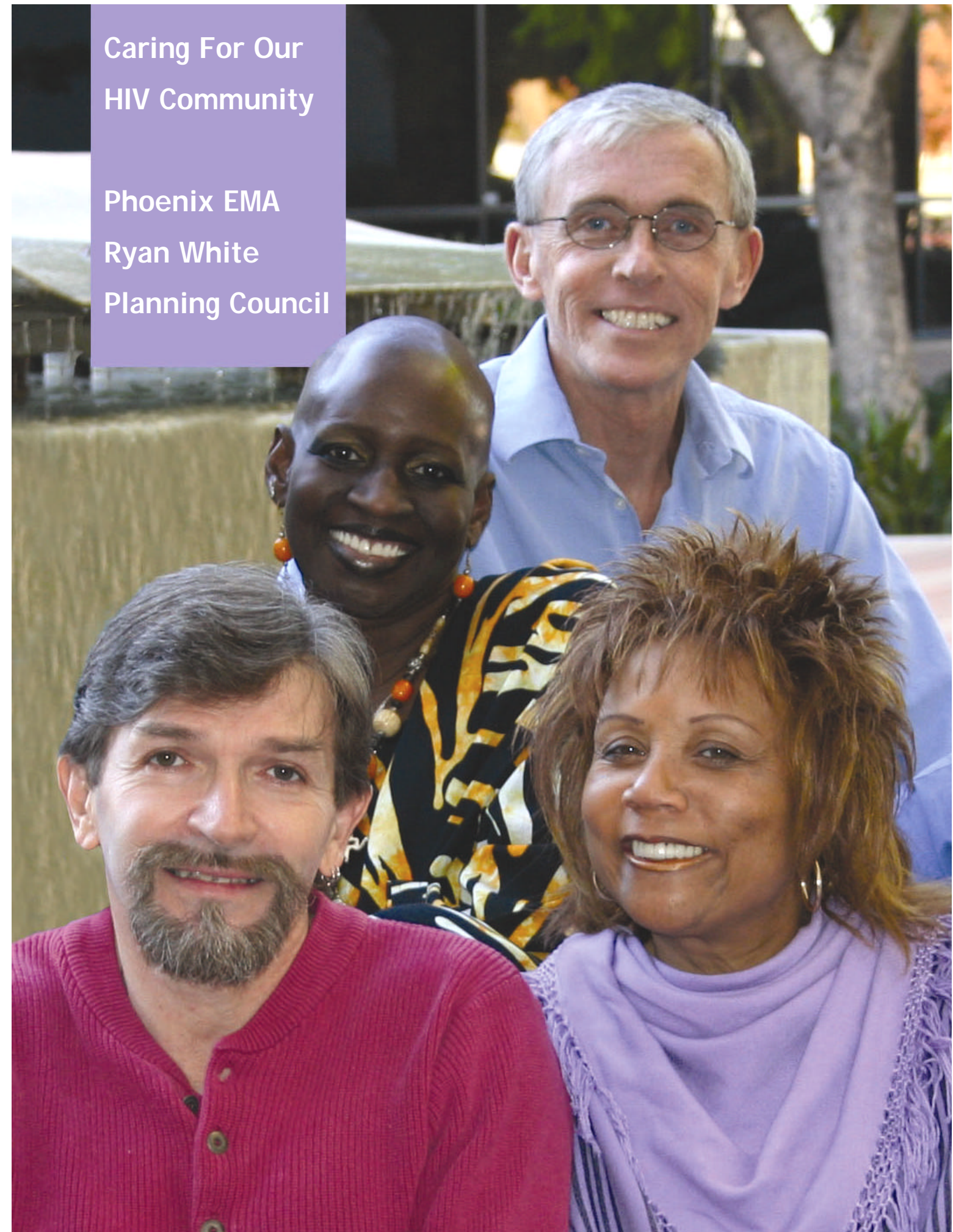
PlanningCouncil@mail.maricopa.gov

[www.maricopa.gov/public\\_health/ryanwhite](http://www.maricopa.gov/public_health/ryanwhite)

Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.

## Caring For Our HIV Community

### Phoenix EMA Ryan White Planning Council





## About the Ryan White CARE Act

The Ryan White CARE (Comprehensive AIDS Resources Emergency) Act is a federal law that provides funds to help pay for medical and support services for people living with HIV who cannot pay for the care they need. A hallmark of this program is that each Eligible Metropolitan Area (EMA) that receives CARE Act funding must establish a community group, comprised of people infected and affected by HIV, to determine how to best provide services in their area. In the Phoenix EMA, this group is the Ryan White Planning Council.



*“Each Council member has unique knowledge and experience to share. As a person living with HIV, it’s very empowering to know that my input can have a tremendous impact on other people’s lives.”*

*Randall Furrow, Chair  
Membership Committee  
and Positive Community  
Representative*

## The Phoenix EMA Ryan White Planning Council

The Planning Council is a community group that has been appointed by the Maricopa County Board of Supervisors to plan the organization and delivery of HIV services funded by Title I of the Ryan White CARE Act. Each Council member is a caring, dedicated volunteer who has been carefully selected to reflect the diversity of our community. Members represent the general public, HIV-positive individuals, Title I service providers, and other health and social service organizations.

Planning Council members work together to identify the care needs of people living with HIV. The Council then determines which services are of the highest priority, and how much Title I funding should be committed to each service. Council members also evaluate the cost effectiveness and the quality of the services provided. The Planning Council only makes decisions about service categories — we do not directly fund or contract with any agency to provide client services. Contracts with service providers are established and maintained by the Maricopa County Department of Public Health, Office of Ryan White Title I Services.

## Get involved

You are encouraged to participate in our meetings! All Planning Council meetings are open to the public. Guests are welcome to share their ideas and opinions during our discussions. Your input is critical in helping the Council determine how to best provide for our HIV community. Taking an active role in our activities is also a great way to experience what it’s like to be a Planning Council member before you apply.

## Make the commitment! Join the Planning Council

Becoming a Council member is a great way to help those in our community who are living with HIV. The Council needs dedicated people who can serve as both compassionate HIV advocates and thoughtful health care planners. Sometimes the decisions can be tough to make, but the experience is always rewarding.

Planning Council members are appointed for three-year terms. Members commit four to six hours per month to attend meetings, and additional time as needed to review documents and/or data. No prior experience is necessary — we’ll provide you with the training you’ll need and guide you during your first months on the Council.

## The application process

To apply for appointment to the Council, you’ll need to complete an application and a Conflict of Interest form. The application asks easy-to-answer questions relating to your reasons for applying and how you might represent the community. The Conflict of Interest form will ask you to declare if you have an actual or perceived interest in any Planning Council decision that will result — or has the appearance of resulting — in personal, organizational, or professional gain. Having a conflict of interest won’t keep you from being appointed to the Council, but it will limit your participation in any decisions related to your declared conflict(s).

Our Membership Committee meets regularly to review the composition of the Council and determine the current membership needs. We strive to ensure that the Council is as diverse as our HIV population. Council membership must also meet Federal and County mandates.

Once our membership needs are determined, applicants are interviewed in-person. When all the interviews are complete, the Membership Committee determines which applicants (if any) to recommend for appointment to the Council. If you are chosen, your references will be contacted, and we may ask you some additional follow-up questions.

Successful applicants are then forwarded to the Board of Supervisors (BOS) for final approval. The BOS may choose to conduct an additional interview, and may complete a standard background check. On rare occasions, the BOS may decline to appoint an individual, for any reason. The decisions of the BOS are final and are fully supported by the Planning Council. If you have any concerns regarding your appointment to the Council, please talk to the Planning Council Support staff when you apply. Your discussion will be kept confidential.

*“It’s inspiring to have such a diverse mix of people work collaboratively toward a common vision: providing the best possible care for people living with HIV. I am honored to lead such an energetic, compassionate group.”*

*Mark Kezios, Chair  
Phoenix EMA Ryan White  
Planning Council*

